



MANAGEMENT LEADERSHIP SERVICE

PAID TIME OFF or PTO

New employees who will be members of the Management Leadership Service and belong to the Retirement Savings Plan will receive Paid Time Off or PTO instead of annual or sick leave. The important facts about PTO are:

- ☐ You can use PTO for the same purposes as annual or sick leave.
- ☐ Full time employees receive 140 hours of PTO at the start of the first full pay period in the new year and another 140 hours at the beginning of the 14th pay period. Part-time employees receive a pro-rated amount of PTO.
- ☐ You can accumulate PTO without limit from year to year.
- ☐ When you leave County employment you can receive payment for up to 600 hours of PTO. However, you can only receive payment for a prorated portion of the PTO that you received in your last year of employment. The pro-rating is based on how many months of the last year of employment that you worked.
- ☐ If an employee dies, the employee's beneficiary or estate will receive payment for up to 600 hours of the employee's PTO.
- ☐ Employees who receive PTO will also receive personal leave days and paid holidays.

CMR 1/15/02

PAID TIME OFF
Proration Schedule for 2012

Payroll Period Ending	Pay Period Number of the Leave Year	Prorated Hours to Pay Upon <u>Separation</u>	Prorated Hours to Credit upon <u>Entry</u> to MLS Class
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12/31/11	1	10.77	140.00
01/14/12	2	21.54	129.23
01/28/12	3	32.31	118.46
02/11/12	4	43.08	107.69
02/25/12	5	53.85	96.92
03/10/12	6	64.62	86.15
03/24/12	7	75.38	75.38
04/07/12	8	86.15	64.62
04/21/12	9	96.92	53.85
05/05/12	10	107.69	43.08
05/19/12	11	118.46	32.31
06/02/12	12	129.23	21.54
06/16/12	13	140.00	10.77
06/30/12	14	10.77	140.00
07/14/12	15	21.54	129.23
07/28/12	16	32.31	118.46
08/11/12	17	43.08	107.69
08/25/12	18	53.85	96.92
09/08/12	19	64.62	86.15
09/22/12	20	75.38	75.38
10/06/12	21	86.15	64.62
10/20/12	22	96.92	53.85
11/03/12	23	107.69	43.08
11/17/12	24	118.46	32.31
12/01/12	25	129.23	21.54
12/15/12	26	140.00	10.77